

# APPLICATION TO RENT

Each person over 18 years of age **MUST** complete a separate form.

**FAIR HOUSING STATEMENT.** State and federal laws prohibit discrimination in the sale, rental, appraisal, financing, or advertising of housing on the basis of race, color, religion, sex, marital status, sexual orientation, national origin, ancestry, familial status, age or disability.

**PLEASE read this application carefully, and complete the application in full.  
If a question does not apply, please write N/A in the space to indicate that you have not skipped the question.**

## APPLICATION PROCESS

- 1) All applications are processed in the order received
- 2) Each person over the age of 18 must complete a separate application, and provide the following documentation:
  - o **Copy of driver's license, passport or other acceptable identification with photo**
  - o **Copies of last two pay stubs** showing at least last four digits of social security number, **or latest two bank statements** if you are not employed full-time
    - You may bring these items into our office to make copies for you
- 3) Applications are reviewed and pre-approved based upon information provided
- 4) **If your application is pre-approved, an appointment will be scheduled to view available units**
- 5) **After** you decide which unit you want to rent, a **non-refundable** credit check fee of \$20.00 payable in cash or money order for each applicant must be submitted. Money order must be made payable to: **RE/MAX Maple Leaf Realty.**  
**NO PERSONAL CHECKS ARE ACCEPTED.**
- 6) All information on this application is confidential

**PLEASE PRINT ALL INFORMATION  
Incomplete Applications Will Be Rejected !**

## PERSONAL INFORMATION

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ SS#: \_\_\_\_\_

Current Address: \_\_\_\_\_

Current Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Identification (drivers license or passport number): \_\_\_\_\_

**These forms can be faxed to  
(802) 447-3320 (no cover sheet required)  
in order to start the process.**

## FOR OFFICE USE ONLY

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Valid ID |  Pay Stub / Bank Statement |  VT Court Search Completed |  Sex Offender Registry Verified |  
 Showing Date: \_\_\_\_\_ |  Credit Fee Collected |  Employment Verified |  Landlord Verified |

**ALL fields must be completed  
or application will be considered incomplete, and WILL NOT be considered.**

Please provide the following for each location you have resided over the previous three (3) years:

All prior residences must be listed, and will be verified against your credit report.

Landlord's Name	Landlord's Phone	Address of Unit	Dates of Residence (Month and year)	Reason for Leaving	Monthly Rent
			From:		\$  <input type="checkbox"/> Includes Utilities
			To:		
			From:		\$  <input type="checkbox"/> Includes Utilities
			To:		
			From:		\$  <input type="checkbox"/> Includes Utilities
			To:		

Does Current Landlord know you are leaving the apartment/house? Yes \_\_\_\_\_ No \_\_\_\_\_ **We WILL be contacting your current Landlord. Your answer to this question will not prevent us from contacting Landlord.**

**AUTOMOBILE INFORMATION**

	Vehicle #1	Vehicle #2
Type of Vehicle (4 door car, 2 door car, truck, van, etc.)		
Make (Ford, Dodge, Subaru, etc.)		
Model (Accord, Outback, Tundra, etc.)		
Year		
Color		
License Plate #		
State Registered In		

**ALL fields must be completed  
or application will be considered incomplete, and WILL NOT be considered.**

**EMPLOYMENT / INCOME**

<b>Employment or Source of Funds</b>		<b>Financial Information</b>	
Name of Employer / Source of Funds		Checking Account Bank Name, City	
Phone Number		Savings Account Bank Name, City	
Position			
Supervisor Name		Do you have Credit Cards	Yes ___ No ___
Employed Since		If Yes, how many credit cards do you own?	
Gross Monthly Salary	\$	Do you have any accounts with a collection agency	Yes ___ No ___
Other Sources of Funds and Amounts		Are any accounts over your credit limit or delinquent at this time?	Yes ___ No ___

**PERSONAL REFERENCES**

**Family Members may not be listed as personal references**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone #: (\_\_\_\_\_) \_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone #: (\_\_\_\_\_) \_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone #: (\_\_\_\_\_) \_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_



## **PERSONAL INFORMATION**

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ SS#: \_\_\_\_\_

Current Address: \_\_\_\_\_

Current Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

### **Please read the following prior to signing this Rental Application.**

I warrant that the information supplied is true and correct, and that I am at least 18 years of age.

I hereby authorize Landlord's Agent, RE/MAX Maple Leaf Realty and its designee, ScreeningOne, Inc. 2233 W. 190<sup>th</sup> Street, Torrance, CA 90504. (866) 273-3848, and its designated agents and representatives (individually and together "ScreeningOne"), to conduct a comprehensive background check that includes any one or all of the following: Consumer and / or business credit report, past employment and tenancy, criminal, drug and driving records. I understand that one or more of the above-referenced checks may require additional written authorizations and consents, and I hereby agree to provide all such further written authorizations and consents.

I am aware that the background reports I consent to have prepared may include information obtained from a variety of sources, including but not limited to governmental agencies, national credit reporting agencies, and other sources. I am aware that if I choose, I may obtain a complete disclosure of the nature and scope of any report prepared about me if I make a written request to ScreeningOne within a reasonable time after I execute this authorization.

I also authorize and request every person, firm, company, corporation, governmental agency, court, law enforcement office, and any other entity having control or possession of any information pertaining to my or my background to furnish same to ScreeningOne.

By this authorization, I hereby forever release, discharge, exonerate, hold harmless and indemnify Lessor, ScreeningOne, and their affiliates, employees, representatives, agents and subcontractors, and any other person, entity, organization or institution furnishing information to them, from any and all liabilities of every nature and kind, including but not limited to claims for libel, slander, invasion of privacy, related tort claims, misuse of the information obtained, and any other claim or cause of action arising out of the furnishing, inspection or copying of any documents, files records, and other information, or the investigation made by or on behalf of ScreeningOne, unless such release is determined to violate the public policy of the state or federal district in which this contract is executed, and in that event this release will be permitted to the maximum extent allowed by the governing law. I understand that a photocopy, facsimile or scanned copy of this signed document shall be considered as valid as an original.

I have been informed that my credit will be used to evaluate my qualifications as a potential tenant. Any information derived from credit reports or other sources will be kept confidential and not revealed to any outside party.

I hereby acknowledge that false information given in this Rental Application may constitute grounds for rejection of this application and termination of any lease in place.

I hereby acknowledge that incomplete Rental Applications will be rejected.

### **I authorize listed references, including employers, landlords, emergency contacts and financial institutions to release information to Lessor Landlord or Agent.**

I, the undersigned Applicant, have read and agree to all provisions of this Rental Application.

### **SIGNATURES:**

**Applicant:** Signature: \_\_\_\_\_ Date: \_\_\_\_\_